



Fleet Administration

Fleet Asset Management System (FAMS)

Vehicle Fuel Data File

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Version 1.3

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1. Introduction

FAMS is a project sponsored by the State of California Department of General Services (DGS). The purpose of FAMS is to provide a method for analyzing and reporting upon vehicular assets owned by California state agencies. The information collected is used to support information requests from the state legislature and to prepare reports for the federal government.

This document serves as a data dictionary for the Vehicle Fuel Data File. This file format should be used to submit fueling data for fueling stations maintained by state agencies.

1.1. Fuel Transactions

Fueling data will be required for all state Ground Equipment. This data will permit analysis of fuel economy, CO2 emissions and other issues that are important to the state. Fuel consumption data will be collected from two sources.

1.1.1. Voyager Fleet Systems

On a regularly scheduled basis, Voyager Fleet Systems will provide FAMS with a data file containing all purchases made by state agencies using the Voyager Fleet Credit Cards.

1.1.2. State Agency Fueling Stations

State agencies that operate fueling stations will provide a periodic data file. This file will provide information about the fuel and services that are provided by each fueling station.

2. Instructions For Use

2.1. File Format

Fuel data for state-owned fueling stations will be submitted in a pipe-delimited text file. File formatting details are as follows:

- Each row in the file represents one fueling transaction.
- Data elements must be separated by a “pipe” or “vertical bar” (ASCII – 124).
- Each row must be terminated by a Carriage Return character (ASCII – 13) and a Line Feed character (ASCII – 10)
- Data elements should not have leading or trailing spaces.

An example of data submitted in this format is included in Appendix E – Example Data File Contents. A sample file can be downloaded at <https://famsportal.dgs.ca.gov>

2.2. Frequency

Fueling data should be submitted on a monthly basis. The submission period will be open during the first week of each month for the fueling data of the prior month. For the sake of statistical analysis across all state agencies, data should be submitted as close to the end of each month as possible.

2.3. File Name

- FAMS_<AgencyKey>_<MonthEnding>_FuelData.dat

<AgencyKey>	Abbreviation for the reporting state agency (See Appendix A of this document). This should be the same as the code used for the attribute listed in Section 4.2 below.
<MonthEnding>	Represents the month ending period that is being reported upon. This is formatted as CCYMMM where CCYY represents the four digit year and MM is the two digit month value.

- *Example* – FAMS_DGS_200803_FuelData.dat

2.4. Data Corrections

2.4.1. Prior Month Data

All prior period data modifications must be coordinated through the Department of General Services.

2.4.2. Current Month Data

Current month data is to be submitted to the FAMS Portal site no later than the 15th of each month. For example, June data should be uploaded to the FAMS Portal no later than July 15th. Corrections to the most recent period’s can be made by submitting a replacement dat file.

3. Submission Instructions

3.1. How Send Data File To FAMS

The Dat file must be submitted to FAMS through the FAMS portal website located at <https://famsportal.dgs.ca.gov/>. You must have a user account to login to the FAMS portal website. Please contact the DGS Office of Fleet and Asset Management to request an account. Please refer to the FAMS Portal user guide for specific instructions on how to upload the dat file.

4. Data Element Definitions

Please provide complete and accurate information. All data elements are important to ensure the validity of the reports provided to the state legislature and the federal government.

- Certain fields are required. FAMS tracks vehicle information for three vehicle categories - Ground Equipment, Water Equipment and Aircraft. Monthly Vehicle Usage Summary data should **only be submitted for Ground Equipment**. For Ground Equipment, please refer to each element’s definition below for details.
- For *non-required* elements, please use a blank cell or enter “N/A”. Entering a zero in a numeric field will be interpreted by the system as an affirmative entry of zero.

4.1. Position 1 – Transaction Date

Description	Date of fueling transaction.
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Required?	Required
Format	date (MM/DD/CCYY)
Valid Values	Example – 03/07/2007, 03/31/2007

4.2. Position 2 – Source System Transaction Id

Description	Unique key that links record back to database record within source database of agency that maintains Fueling Station.
Required?	Required
Format	alphanumeric (20)
Valid Values	<i>(No predefined format.)</i>

4.3. Position 3 – Fueling Station Agency Key

Description	Code used to identify state agency that operates fueling station.
Required?	Required
Format	alphanumeric (10)
Valid Values	See Appendix A – Agency Key

4.4. Position 4 – Fueling Station Key

Description	Fueling station where fueling transaction took place.
Required?	Required
Format	alphanumeric (15)
Valid Values	See Appendix B - Fueling Station. Example – DGS-001

4.5. Position 5 – Vehicle Agency Key

Description	Code used to identify state agency to which vehicle belongs.
Required?	Required
Format	alphanumeric (10)
Valid Values	See Appendix A – Agency Key

4.6. Position 6 – Agency Vehicle Equipment Number

Description	Unique alphanumeric code assigned and used by that state agency to identify an asset. Code is assigned by state agency that owns/leases/rents vehicle and must be used for life of asset.
Required?	Required
Format	alphanumeric (25)
Valid Values	<i>Assigned by agency</i>

4.7. Position 7 – Fuel Type Key

Description	Fuel type provided to vehicle.
Required?	Required
Format	Alphanumeric (3)
Valid Values	See Appendix C – Fuel Type

4.8. Position 8 – Fuel Quantity

Description	Quantity of fuel provided to vehicle rounded to the nearest whole number.
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Required?	Required
Format	Numeric (integer)
Valid Values	<i>Example – 15, 10, 125</i>

4.9. Position 9 – Unit Of Measure Key

Description	Unit of measure for amount reported in the field “Position 8 – Fuel Quantity”.
Required?	Required
Format	Alphanumeric (3)
Valid Values	See Appendix D – Unit Of Measure

4.10. Position 10 – Total Fuel Cost

Description	Total cost of fuel provided to vehicle.
Required?	Required
Format	Numeric (integer)
Valid Values	<i>Example – 120, 36, 3635</i>

4.11. Position 11 – Odometer

Description	Odometer reading for vehicle at time of transaction.
Required?	Either an “Odometer” or “Hours Used Meter” reading is required.
Format	Numeric (integer)
Valid Values	<i>Example - 1236, 100524</i>

4.12. Position 12 – Hours Used Meter

Description	Hours Used meter reading for vehicle at time of transaction.
Required?	Either an “Odometer” or “Hours Used Meter” reading is required.
Format	Numeric (integer)
Valid Values	<i>Example - 1236, 100524</i>

5. Appendix A – Agency Key

Agency Key	Agency Name
CAAMUSEUM	African American Museum, California
AGING	Aging, Department of
ALRB	Agricultural Labor Relations Board
ARB	Air Resources Board
ADP	Alcohol and Drug Programs, Department Of
ABC	Alcoholic Beverage Control, Department Of
BOE	Board of Equalization
BOATING	Boating and Waterways, California Department of
COAST	California Coastal Commission
CCC	California Conservation Corps
CAL EXPO	California Exposition
CGCC	California Gambling Control Commission
CHP	California Highway Patrol
PERS	California Public Employees' Retirement System
PUC	California Public Utilities Commission
CSC	California Science Center
LIBRARY	California State Library
LOTTERY	California State Lottery
CPOST	Commission on Peace Officer Standards and Training
CONSERVE	Conservation, Department of
DCA	Consumer Affairs, Department of
CDCR	Corrections & Rehabilitation
DDS	Developmental Services, Department of
EDUC	Education, California Department Of
EMSA	Emergency Medical Svcs Auth, Governor's Office of
EDD	Employment Development Department
DOF	Finance, Department of
F&G	Fish and Game, Department of
FOOD & AG	Food and Agriculture, Department of
FFP	Forestry and Fire Protection, Department of
FTB	Franchise Tax Board
DGS	General Services, Department of
OES	Governor's Office of Emergency Services
HCD	Housing & Community Development
DIR	Industrial Relations, Department of
OIG	Inspector General, Office of
INSURANCE	Insurance, Department of
IWMB	Integrated Waste Mgmt. Board
DOJ	Justice, Department of
DMH	Mental Health, Department of
DMV	Motor Vehicles, Department of
N/A	N/A
PARKS	Parks and Recreation, Department of
DPR	Pesticide Regulations, Department of
PIA	Prison Industry Authority

Agency Key	Agency Name
DPH	Public Health, Department of
DOR	Rehabilitation, Department of
SOS	Secretary of State
DSS	Social Services, California Department of
SLC	State Lands Commission, CA
MILITARY	State Military Department
STRS	State Teachers Retirement Systems
TAHOE	Tahoe Conservancy, California
TOXIC	Toxic Substances Control Board
CALTRANS	Transportation, Department of
CDVA	Veterans Affairs, CA Department of
WATERBD	Water Resources Control Board, State
WATER	Water Resources, Department of

6. Appendix B - Fueling Station

Fueling Station Key	Fueling Station Description
DGS-001	Sacramento Garage 1
<i>Other Agency</i>	<i>Other Agency</i>
<i>Other Agency</i>	<i>Other Agency</i>
<i>Other Agency</i>	<i>Other Agency</i>

7. Appendix C – Fuel Type

Fuel Type Key	Description
BIO	Biodiesel
B5	5% Biodiesel
B20	20% Biodiesel
CNG	Compressed Natural Gas
EVC	Electricity (battery powered)
E85	85% Ethanol
DSL	Diesel
GAS	Gasoline
HYD	Hydrogen
LNG	Liquid Natural Gas
M85	85% Methanol
LPG	LPG/Propane
PSF	P-Series

8. Appendix D – Unit Of Measure

Unit Of Measure Key	Description
GAL	Gallons
KWH	Kilowatt Hours
THM	Therms
CFT	Cubic Foot

9. Appendix E – Example Data File Contents

03/15/2008	150124	DGS	DGS-001	DGS	EQ1234567	GAS	15	GAL	45	32156	0
03/15/2008	150125	DGS	DGS-001	DGS	EP1237844WD	DSL	40	GAL	160	15020	0
03/16/2008	150126	DGS	DGS-001	DGS	QA11244	GAS	23	GAL	60	22032	0
03/15/2008	150127	DGS	DGS-003	DGS	PO1234AS	LPG	10	GAL	30	0	125
03/19/2008	150128	DGS	DGS-003	COAST	12356	GAS	15	GAL	69	3600	0